

NOTICE OF MEETING
LONG BEACH CIVIL SERVICE COMMISSION

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON WEDNESDAY, FEBRUARY 3, 2010, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE COMMISSION ON THE 7TH FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

A G E N D A

1. **MINUTES**
 - a. Regular Meeting of January 27, 2010
 - b. Dismissal Hearing 19-D-78 Minutes of December 9 & 16, 2009 & January 6 & 13, 2010
2. **REQUEST TO RETURN TO FORMER CLASSIFICATION**
Communication from Claudia Escobedo
3. **REQUEST FOR ORDER OF LAYOFF**
Communication from Patrick H. West, City Manager
4. **PROTEST OF EXAMINATION ITEM(S) – Housing Specialist**
Staff report prepared by Donna de Araujo, Assistant Administrative Analyst
5. **BULLETIN – Business Systems Specialist**
6. **EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**
Civil Engineering Assistant (8/5/09 & 8/19/09)
Microbiologist
Systems Support Specialist
Systems Technician (2/4/09, 2/11/09 & 2/18/09) **(2 months)**
Water Treatment Operator
7. **RETIREMENTS**
Francisco Lizarde/Construction Inspector II/Harbor (27 yrs., 2 mos.)
Charles Rice/Electrician/Harbor (34 yrs., 6 mos.)
Scott Demari/Electrician/Airport (7 yrs., 8 mos.)
8. **DISABILITY RETIREMENT – Donna Robinson/School Guard/Police (15 yrs., 5 mos.)**
9. **RESIGNATIONS**
Christine Culhno/Animal Health Technician/Health (2 yrs., 11 mos.)
Jason Wong/Police Officer/Police (9 yrs., 9 mos.)
10. **MANAGERS' REPORT**
11. **NEW BUSINESS**
12. **COMMENTS FROM PUBLIC –** The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

NO HEARING

THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.

"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".

**LONG BEACH CIVIL SERVICE COMMISSION
F. PHIL INFELISE, PRESIDENT
JANUARY 27, 2010**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, January 27, 2010, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu, Douglas Haubert

MEMBER EXCUSED:

OTHERS PRESENT: Mario R. Beas, Executive Director & Secretary
Melinda George, Deputy Director
Diane Dzodin, Administrative Officer
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Caprice McDonald, Personnel Analyst
Robert Pfingsthorn, Personnel Analyst
Lourdes Ferrer, Personnel Analyst
Donna de Araujo, Assistant Administrative Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President F. Phil Infelise presided.

MINUTES: It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the minutes of the regular meeting of January 20, 2010, be approved as prepared. The motion carried by a unanimous roll call vote.

EXAMINATION RESULTS: It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Environmental Specialist Assistant – 113 Applied, 18 Qualified
Gas Field Service Representative – 31 Applied, 6 Qualified

RETIREMENTS: President Infelise presented Certificates of Appreciation to the following employees in recognition of their dedicated service to the City and citizens of Long Beach. Michael O'Neil, Fire Engineer (44 years), Fire Department, Paul Sanford, Police Sergeant (30 years) and, Hans Kohnlein, Police Sergeant (28 years), Police Department.

Representatives from their respective departments were present and spoke on their behalf.

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Gail Boyd/Customer Service Representative III/Financial Management
Judy Desavino/Customer Service Representative III/Financial Management
Hollace Page/Police Sergeant/Police
Philip Candelaria/Police Sergeant/Police
Gordon Collier/Police Sergeant/Police
Barry Fowks/Police Officer/Police
John Garry/Police Sergeant/Police
Matherine Glover/Maintenance Assistant III/Police
Rocio Gonzalez/Police Officer/Police
Rory Hainley/Police Sergeant/Police
Laura Hernandez/Clerk Supervisor/Police
Hoan Huynh/Clerk Typist III/Police
Donald Messer/Police Officer/Police
Thomas Purcell/Police Sergeant/Police
Dennis Robbins/Police Corporal/Police
Ralph Robbins/Police Corporal/Police
Ross Smillie/Police Officer/Police
Devin Stribich/Police Sergeant/Police
Daniel Tellez/Police Sergeant/Police
Michael White/Police Sergeant/Police

DISABILITY RETIREMENT:

NORMAN TURLEY/POLICE CORPORAL/POLICE

It was moved by Commissioner Karatsu, seconded by Commissioner Saafir and carried that the subject disability retirement be received and filed. The motion carried by a unanimous roll call vote.

SCHEDULE FOR HEARINGS:

It was moved by Commissioner Karatsu, seconded by Commissioner Haubert and carried that the following hearing schedule be approved. The motion carried by a unanimous roll call vote.

Reduction Appeal 10-R-89, 210/10
Suspension Appeal 17-S-89, 2/17 & 24/10

MANAGERS' REPORT:

Diane Dzodin, Administrative Officer, thanked Donnell Russell, Clerk Typist, for her assistance in publishing the CSI Newsletter.

Melinda George, Deputy Director, stated that she attended a Classification Compensation Study. She stated that there would be some delay in the study because there is no permanent Human Resources Director. The consultants made some recommendations and they will meet with department heads soon. She also informed the Commission that she expects the Police Sergeant and Fire Captain examinations to be fairly large due to the number of applicants that have already submitted their applications.

The Secretary informed the Commission that he addressed the Budget Oversight Committee yesterday to request additional funds necessary to conduct Fire Recruit and Battalion Chief examinations. He stated that Fire Department staff was also present and addressed the committee regarding their need. He stated that the Committee requested additional information and held over the request for another meeting.

**REVIEW OF EXECUTIVE
DIRECTOR'S PERFORMANCE:**

It was moved by Commissioner Saafir, seconded by Commissioner Haubert to convene to a closed session to evaluate the performance of the Executive Director, pursuant to Government Code 54957.8. The motion carried by a unanimous roll call vote.

After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried to conclude the closed session, and reconvene the public meeting. The motion carried by a unanimous roll call vote.

ADJOURNMENT:

There being no further business before the Commission, President Infelise adjourned the meeting.



MARIO R. BEAS
Secretary

MRB:meh

January 11, 2010

RECEIVED

2010 JAN 13 AM 9:14

CIVIL SERVICE DEPT.

Claudia Escobedo
5048 N Bentree Cir
Long Beach, CA 90807
562-477-6516

Dear Civil Service Commission,

I am respectfully requesting a return to my previous classification as a Housing Specialist.

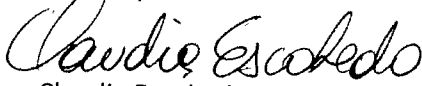
I left the Housing Authority in 2007, and accepted a position with Former Councilmember Bonnie Lowenthal. It was a great opportunity for me professionally and I developed many new skills. Unfortunately, upon taking that position, I had to relinquish my classification. My title became Legislative Aide and the position was "at will". When Former Councilmember Lowenthal was elected as Assembly Woman for the 54th District, I had the opportunity to leave the City of Long Beach (the organization). However, I did not wish to leave this organization since I had already invested approximately 9 years and would like to build a career here.

An opportunity came up at the Port of Long Beach with the Small Business Enterprise Program. It is classified as an Assistant Administrative Analyst (AAA). I applied for the AAA as a provisional appointment. Regrettably, I did not pass the AAA examination and cannot move forward in the hiring process.

I am requesting the opportunity to return to my previous classification as a Housing Specialist with the City of Long Beach. There are opportunities available with the Housing Authority and I am very interested in pursuing them.

I appreciate your respectful consideration of my request. I know that you will decide what is best for me.

Sincerely,


Claudia Escobedo

BUSINESS SYSTEMS SPECIALIST

Job Number: 21

SALARY RANGE:

Grades I - VI: \$1,768.48 to \$3,989.04 Biweekly
\$3,845.00 to \$8,673.00 Monthly

Applications available: 7:30 a.m. to 4:30 p.m., February 5, 2010 through February 19, 2010. Completed applications and supplemental application must be received in the Civil Service Department by 4:30 p.m., February 19, 2010. Postmarks will not be accepted. Online applications are encouraged.

Current vacancy is in the Water Department.

REQUIREMENTS TO FILE:

Candidates must meet either A, B or C.

A) A four-year college degree with major coursework in computer science or related field (proof required)* AND one year of full time paid work experience equivalent to a Systems Technician. If applying with related non-computer science four-year degree, coursework must include at least 12 semester units in computer science (proof required)*.

B) A two-year college degree with major coursework in computer science or related field (proof required)* AND three years full time paid related work experience, one of which must be equivalent to a Systems Technician.

C) Completion of a certificate program or technical school in computer science or related field (proof required)* AND four years full time paid related work experience, one of which must be equivalent to a Systems Technician.

Additional related experience may be substituted for the education on a year-for-year basis.

Netware 3x, 4x, or 5.1 certification or certification card (proof required)* may be required for some positions.

Willingness to work occasional nights, weekends, holidays and overtime as required.

Proof of a valid motor vehicle operator's license may be required for some positions. If required, a current DMV driving record must be submitted at the time of selection interview.

Successful candidates will be required to pass a security investigation.

***Applications will not be processed until all required proofs are received. Any required proofs, such as**

certificates, diplomas, licenses, or transcripts, must be received in the Civil Service Department by 11:59 p.m., February 24, 2010. Documents may be received in person, via email to civilservice@longbeach.gov, or fax to (562) 570-5293.

DESIRABLE QUALIFICATIONS:

Netware 3x, 4x, or 5.1 certification or certification card, Microsoft MCSE and VMWare certifications; Novell to Microsoft Active Directory migration experience; Symantec Backup Exec experience; CISCO and VMWare administration experience; application server building; file server configuration; server recovery planning; Enterprise OS Windows / Active directory; web server configuration Apache server; monitoring network performance; VLAN; or virtual server; server administration; network analysis experience; system backup experience, database backup experience, work station deployment experience.

EXAMPLES OF DUTIES:

Under general supervision, performs specialized technical work pertaining to applications programming and analysis, system software/hardware analysis and design, and system administration and support activities; test and debug programs; update and modify existing programs from detailed specifications; develop, maintain and/or update system procedures and documentation; interface with end users; performs other related duties as required.

SELECTION PROCEDURE:

This examination will be conducted using the continuous, non-competitive procedure. All applicants meeting the requirements will be placed on the eligible list, with those receiving Veteran's credit first, and then in the order in which applications were filed. Eligible lists will be established periodically.

If you have not received notification by March 5, 2010 contact the Civil Service Department at (562) 570-6202 or by email at civilservice@longbeach.gov.

This information is available in an alternative format by request at (562) 570-6202.